**COMP222 – Computer Application Fundamentals**

**Test 1- LibreOffice Writer**

Total Marks: 25. Time: 1 hour 30 minutes

**Instructions:**

1. Students are required to replace the word “Student Name with your official full name.
2. Upon completion save the document as **COMP222D-Test1-StudentName.ODF Text Document(\*.odt).** Upload the file in the AmpEducator.
3. Paragraph - Write an introduction about yourself in approximately 100 words **(8 marks)**

Include the following

1. Give title as **COMP222D-Test1-StudentName** – Apply Title Style
2. Give a heading before the paragraph as **Introduction**– Apply Heading1 style
3. Font type – Arial, size 12 pt, Alignement – Justified
4. Insert a drop cap for the first letter in the paragraph
5. Line spacing for the paragraph – 1.5
6. List your educational qualifications starting from 10th grade, use **Solid Diamond Bullets**.

**(2 marks)**

1. Give a heading **Education** before the bullet points - Apply Heading1 style
2. Table – Insert a table with 3 columns and 5 rows. **(5 marks)**
3. Give a heading above the table as **Course Details** – Apply Heading1 style
4. Merge and center the first row and type – **Course Details COMP222D-StudentName**
5. In the second row type the following in each column as headings, make it bold - **Course name, Course code, Credit**
6. Fill the remaining rows with sample data
7. Font work – Insert the **Favorite 3**font work and apply the following **(5 marks)**
8. Type the text – **COMP222D-StudentName**
9. Area/Style Filling – **Bitmap -> Lawn**
10. Line color **– Red**
11. Apply the Following Page style (**5 marks)**
12. Insert Header and footer with the following data

Header – Left side – **Student Name,** Centre – **COMP222D,** Right – **Test1**

Footer – In the centre type, **Computer Applications Fundaments- COMP222D**

1. Set the margin of the page for Left, Right, Top and bottom as 1.80 cm or 1 inch
2. Change page orientation of first page to **Landscape**
3. Insert a watermark with text **StudentName**